

**EFFECTIVE**

September 1, 2023.

**Subject(s)****SRM 700**

This policy item outlines the LEIN use for requesting, reviewing, and disseminating Criminal Justice Information (CJI) obtained from the LEIN system. The updated information within the policy includes:

- Required Request for Children's Protective Services section now requires CPS case managers to request a LEIN clearance as early as possible in the investigation, but no later than seven calendar days after receipt of the referral by Centralized Intake on all alleged perpetrators and all adults residing in the household of the alleged perpetrator. A LEIN clearance must be requested when there are allegations of:
  - Sexual abuse,
  - Physical abuse,
  - Human trafficking,
  - Domestic violence, and/or
  - Substance use, sales, or production.
- On non-custodial parents or relatives and all adults residing in the respective household when considering placement with non-custodial parents and relatives; see [PSM 715-2, Court Intervention And Placement Of Children](#).
  - Definition of "resides": Resides means to dwell permanently or continuously. It expresses an intention of a person to keep or return to a particular dwelling place as their fixed, settled, or legal abode.
- LEIN Security Awareness Training level requirements.
- Violations and breaches incident response.
- Definition of Mobile Device Management (MDM).

- Phone dissemination clarification.
- Dissemination.
- Record Retention name and link.

**SRM 701**

This policy item outlines the LEIN use and system security requirements for accessing and protecting LEIN reports and systems. The updated information within the policy includes:

- Definition of Criminal Justice Information (CJI) and Access.
- Direct access and fingerprint clearance application requirement and process.
- Fingerprint Clearance Requirements.
- Requirements for authorized users who generate or review Criminal Justice Information (CJI) offsite, including Michigan-based location and access level security awareness training.
- Access control and incident response.
- Process for requesting a LEIN record.
- MDM requirement.
- Criminal Justice Information System (CJIS) Security Policy version and hyperlink.
- Record Retention name and link.

Both policies include updates for staff support, policy clarification, policy consistency, and Criminal Justice Information Services (CJIS) Security Policy requirements.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[SRM 700](#)

[SRM 701](#)